

CLASS TITLE:

**CHIEF OF SECURITY
(MHRH-CRANSTON COMPLEX)**

Class Code: 02187500

Pay Grade: 24A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for and to plan the work of a staff engaged in providing security for the patients, employees and property of the various institutions located at the complex in Cranston; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude allowed in arranging the details of work; work is reviewed for results obtained.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of the security section staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for and to plan the work of a staff engaged in providing security for patients, employees and property.

To plan work schedules and duty assignments for security personnel.

To draft and implement policies, rules and regulations for the security staff.

To be responsible for the conducting of investigations of incidents on the grounds.

To be responsible for the prompt reporting of elopements and to apprehend or pick up elopements when detained by the police.

To be responsible for the transportation of departmental funds to and from the bank.

To cooperate with state and local police in maintaining law and order.

To study and set up traffic patterns and to enforce parking regulations.

To provide training for the security staff and other employees in various security procedures.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures of providing security for the patients, employees and property of a large governmental complex; a thorough knowledge of the procedures and principles of conducting investigations; a working knowledge of law enforcement problems and methods and the legal provisions and limitations of such work; a working knowledge of traffic flow and control problems as applied to a large governmental complex; the ability to supervise and plan the work of a security staff; the ability to deal with the public in a tactful and courteous manner; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school supplemented by courses in law enforcement; and

Experience: Such as may have been gained through: employment in a supervisory position involving the responsibility for the protection of persons and property in a public or private agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 4, 1977

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